

Contractor/Subcontractor

Section 3 Compliance Plan

The undersigned Contractor/Subcontractor hereby agrees to implement at least the following steps directed at increasing the utilization of lower income residents and Section 3 business concerns within the Section 3 area of: _____.

- A. To attempt to recruit from within the Section 3 area lower income residents through: local advertising media, signs placed at the proposed site for the project and community organizations and public or private institutions operating within or serving the area.
- B. To seek the assistance of the HOME Program Local Administrator, where necessary, in preparing and implementing a Section 3 compliance plan.
- C. To maintain a list of all lower income area residents who have made application for employment either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To maintain and provide the information requested on the HOME Program Section 3 Employment and Training Report related to employment and training records of Section 3 residents.
- E. To include this Section 3 compliance plan in all bid documents and to require all bidders to submit a Section 3 compliance plan including utilization goals and the specific steps planned to accomplish these goals.
- F. In the case of a general contractor, to insure that all Section 3 business concerns within the project area are notified of pending subcontractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc., which document all the steps taken to recruit lower income residents and subcontractors from within the Section 3 area.

As officers and representatives of _____
Name of Contractor/Subcontractor

We the undersigned, have read and fully agree to this Section 3 Compliance Plan, and become a party to the full implementation of this program.

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: _____

Date: _____